

**DRAFT Performance Work Statement**  
**Central Issue Facility**  
**Navy Expeditionary Combat Command Pacific**

**1.0 Scope.** Navy Expeditionary Combat Command (NECC) requires Analytical and Logistics Product Support management (PSM) as it develops and refines the Marine Corps and Naval expeditionary forces requirements for asset acquisitions, and logistics management improvements through the consolidation of equipment in support of Navy Expeditionary Combat Command Pacific (NECC PAC), Pearl Harbor, HI; the Naval Expeditionary Combat Enterprise (NECE), as well as outfitting other expeditionary personnel from any NECC / NECC PAC Central Issue Facility (CIF) locations as required and directed by NECC N41, to include Naval Security Forces via any of the NECC or NECC PAC CIF locations.

**1.1 Background.** NECC serves as the Personal Gear and Organizational Clothing outfitting manager for assigned personnel under the Navy Expeditionary Combat Command survivability, sustainability, and mobility. NECC provides centralized program management and acquisition program integration for all combat clothing and equipment within the individual Sailor platform. The following are key responsibilities:

- Serves as Life Cycle Systems Manager for the NECC portfolio of assets.
- Implements Business Support Strategies for the management of its commodities.
- Develops acquisition programs and product support strategies.
- Implements support strategies for Product Support Management; Supply Support; Packaging, Handling, Storage & Transportation; Technical Data, Support Equipment; Manpower and Personnel; Facilities & Infrastructure.
- Serves as manager for assets in the NECC Consolidated Issue Facilities (CIFs) located in Williamsburg, VA, Port Hueneme, CA, San Diego, CA and Gulfport, MS. NECC support strategies include sustainment strategies to NECC subordinate commands to provide PGI and Organizational Clothing assets. Assets include: Individual ballistic protection systems; Individual load-bearing systems; Flame Resistant Organizational Gear (FROG); and Cold-weather clothing and equipment.
- Coordinates with NECC subordinate commands on initial fielding, sustainment, items authorized repair in accordance with serviceability standards, and product warranty information.
- Coordinates funding for replacement and replenishment of assets to backfill inventory usage.
- Coordinates providing training on Government-provided Warehouse Management Systems at the time of transition to the Government-provided Warehouse Management Systems.
- Coordinates providing packaging, packing, storage containers, and transportation account codes for portfolio of assets disposition actions.

The nature of the items in the NECC portfolio of assets and the life cycle management responsibilities are such that the acquisition strategies for the managed commodities revolve around business decisions in a fast paced, very fluid, and dynamic environment. Important factors in the decision support process are: Business strategies and analytical support to assess process and progress; identification of business risks in the process; development of risk mitigation; and implementation of best business practices and product support strategies for the NECC portfolio of assets.

NECC portfolio of assets support to Navy Expeditionary Combat Enterprise (NECE), Naval Beach Groups and similar forces) is delineated in SECNAVINST 5400.15C, CH-1. The integration of portfolio of assets includes:

- Individual Ballistics Protection Systems
- Individual Load Bearing Systems
- Flame Resistant organizational Gear (FROG)
- Cold Weather Clothing
- And when additional opportunities for integrated acquisition of common equipment exist.

The PWS tasks will be accomplished primarily at the Government Owned Contractor Operated (GOCO) facilities:

- (1) Warehousing adjacent to Naval Construction Group One (NCG-1), Port Hueneme, CA
- (2) Warehousing adjacent to Naval Base, San Diego, CA

At these locations, the Government provides office spaces, warehouse storage footprint and the future transition to a Government-Owned Warehouse Management System (WMS) software. The Government will provide WMS training during transition. Additionally, the Government will provide base telephone and utilities services, waste removal services and will coordinate facility work request with Public Works. Additionally, one (1) sit-down forklift, two (2) pallet jacks will be provided in Port Hueneme, CA location, and eight (8) pallet jacks will be provided at the San Diego, CA location. Additional equipment provided at the San Diego, CA; two (2) floor fans, six (6) portable ladders, two (2) portable coolers, and additional equipment provided at the Port Hueneme, CA location: ten (10) handheld scanners, thirteen (13) customer shopping carts, two (2) golf carts, one (1) water cooler, one (1) full size refrigerator, one (1) small refrigerator, four (4) printers, three (3) portable work stations, six (6) patio heaters, three (3) hurricane fans, and one (1) microwave. The network of GOCO facilities and infrastructure is described below:

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The NECC PAC warehouse network locations are:

- Naval Construction Group One (NCG1), Port Hueneme, CA Bldg. 375. The NCG1 Port Hueneme, CA location supports approximately ~1,200 active duty and reserve war fighters per month (individual and bulk/unit issues) with portfolio of assets (combat uniforms and Personal Protective Equipment (PPE)). The Government will provide the contractor up to six months of technical data to include scheduled reserve drill weekend dates and surge requirements, if any. The below demographic data is provided for NCG1 NBVC Port Hueneme, CA Storage location:
  - Warehouse storage location, including office, and work space is approximately 23,197 sq ft. in Bldg 375, and B523 overflow is approximately 7,254 sq ft.
  - Current hours of operation: 0700-1600 Monday through Friday (except holidays).
  - Warfighter throughput is approximately 1,200 individuals per month. Throughput includes individual over the counter issue, sizing, and exchange of unserviceable for serviceable assets. Potential additional Naval Security Force Commands throughput is approximately 250 individuals per month.
  - Portfolio of assets line item inventory: approximately 1,072 items.
  - Combat and working uniform and accessories (Name/Service Tapes; Combat Uniform rank insignia and badges) provided by the government.
  - Issues of sewn ready for wear combat and working uniforms are completed no more than 5 working days from order placement during the processing cycle as established by location throughput. If material is being shipped from issue facility to another location, material needs to be completed, packed and made available to the shipping agent no more than 6 working days from order placement.
  - Racking systems and storage containers provided.
  - Approximate number of pallet positions: 1,100.
  - Laundry (wash/dry) equipment: Requirement must be contractor provided. No current GFE currently provided at this location.
  - Tailoring: Requirement must be contractor provided. No current GFE currently provided at this location.
  - Transportation Management Office is located on-base.
  - NECC Units Supported at NCG-1, Port Hueneme, CA issue facility include major subordinate commands: NCG 1; 30 NCR; 1 NCR; 9th NCR; NMCB 3; NMCB 4; NMCB 5; NMCB 17; NMCB 18; NMCB 22; NMCB 25; UCT 2; NCTC AND CBMU 303; and Naval Civil Engineer Corps Officer School (CECOS)
  - Note - Use of government furnished equipment will be authorized for use by the contractor for reconstituting new and returned materials for resupplying the warehouse stock, as well as any other government furnished equipment made available, such as laundry machines, sewing machines, forklifts, and other related vehicles.

- San Diego location, Naval Base Sand Diego, CA, Bldg. 279, Bay 6 and 7, is a stand-alone operation that can and will be supplemented and supported as required by the Port Hueneme location, and provides equipping services primarily to Coastal Riverine Group 1 and subordinates, EOD Group 1 and subordinates. The Government will provide the contractor up to six months of technical data to include scheduled reserve drill weekend dates and surge requirements, if any. The below demographic data is provided for San Diego, CA Storage location:
  - Warehouse storage location, including office, and work space is approximately 10,160 sq. ft.
  - Current hours of operation: 0630-1500 Monday through Friday (except holidays).
  - Warfighter throughput is approximately 230-250 per month. Potential additional Naval Security Force Commands throughput is approximately 250 individuals per month.
  - Portfolio of assets line item inventory, approximately 500 items, specific to current customer base.
  - Issues of sewn ready for wear combat and working uniforms are completed no more than 5 working days from order placement during the processing cycle as established by location throughput. If material is being shipped from issue facility to another location, material needs to be completed, packed and made available to the shipping agent no more than 6 working days from order placement.
  - Laundry (wash/dry) equipment: Requirement must be contractor provided. No current GFE currently provided at this location.
  - Tailoring: Requirement must be contractor provided, using 2 government-furnished sewing machines, and 1 [6-Head] government-furnished embroidery machine.
  - Racking systems provided.
  - Approximate number of pallet positions: 325
  - Transportation Management Office is located at DLA Distribution, Bldg. 3581, Cumming Road San Diego, CA. 92136
  - The following San Diego Units are supported; Coastal Riverine Group 1 and subordinates, EOD Group 1 and subordinates.
  - Note - Use of government furnished equipment will be authorized for use by the contractor for reconstituting new and returned materials for resupplying the warehouse stock, as well as any other government furnished equipment made available, such as laundry machines, sewing machines, forklifts, and other related vehicles.

**1.2 Objective.** The NECC objectives are to examine, through review and analysis of technical data, how complementary and synergistic RDT&E, acquisition and logistics product support, and supply chain capabilities can be developed to streamline the total life cycle systems management of selected portfolio of assets in support of naval expeditionary forces. The outcomes of these efforts shall be used to achieve synergy and unity of effort among the Naval Service, resulting in optimized RDT&E, Acquisition and Supply Chain Management (SCM) processes of common items, Navy unique items, and new item fielding.

**2.0 General Requirements.** All deliverables are to be submitted to the Contracting Officer's Representative (COR), and the COR is responsible for tracking and acceptance. The contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence including emails. The Government anticipates that the work to be performed under this PWS will involve access to Government unclassified private dot.mil websites of a sensitive, but unclassified nature. The contractor shall not release to anyone, outside the contractor's organization, any classified or unclassified information, regardless of medium, pertaining to this contract or related program information. The Government will inform the contractor of critical program information to be deemed "For Official Use Only." The contractor shall mark, store, and transmit all documents, and correspondence, written under this contract containing information "For Official Use Only" in accordance with DoD Directive 5230.24.

**2.1 Specific Analytical and Logistics Product Support Requirements.** As it applies to the NECC PAC area of operations, the contractor shall provide analytical, acquisition and logistic support to assist NECC in the joint development of support strategy in acquisition and product support management for identification of process improvements and mitigation of gaps and redundancies. The network requiring support include: the NECC, Little

Creek, VA; VA, MCSC PdM-ICE, Quantico, VA and the NECC Central Issue Facilities (CIFs) located at: and Naval Base Ventura County (NBVC) Port Hueneme, CA, as well as Naval Beach Group One, Coronado CA.

As it applies to the NECC PAC area of operations, the contractor shall develop, maintain and submit to NECC a logistics integration process flow plan and master schedule that will result in: Naval Construction Group One, Port Hueneme, CA; and San Diego, CA locations being supported in a synergistic supply chain environment.

#### **CDRL B001 Monthly Progress Report**

The contractor shall provide administration and logistics support to the NECC IPT in accordance with CDRL B002. The contractor shall submit a Meeting Minutes Report.

#### **CDRL B002 Meeting Minutes Report**

**2.2 Logistics Product Support Management.** The contractor shall conduct a wall-to-wall inventory and submit results to the NECC no later than 3 (three) months after contract award. Thereafter, the contractor shall conduct an annual wall-to-wall inventory and submit the report to NECC. The contractor shall conduct packing, packaging, handling (loading, off-loading) and transportation (PPHS&T) activities; manage inventory in a contractor-provided Warehouse Management System (WMS) for all locations under this statement of work as list above until a Government-provided Warehouse Management System is provided; forecast demands, report shipment discrepancies, and dispose of inventory as determined by the Government, at Government expense, and to Government designated locations. The contractor shall submit a Monthly Inventory Activity Report summarizing transactions affecting the inventory. Current WMS in place at location in San Diego, CA, which is contractor-provided, will remain in place until the Government directs the transition to a Government-provided WMS. Current WMS in place at location in Port Hueneme, CA, which is a contractor-provided, will remain in place until the Government directs the transition to another Government-provided WMS.

The contractor shall develop and maintain common operating and SCM processes across the NECC CIF network of PPHS&T; maintain portfolio of assets available, clean, serviceable, and ready for issue at the 95% level of property allowances, to include combat and working uniforms with sewn accoutrements at the 100% level ready for delivery, issue and wear; reconstitute helmets and coordinate scanning of ballistic plates to support demand. The contractor shall issue combat and working uniforms complete, sewn, and ready for wear by close of business on the fifth (5<sup>th</sup>) day of the equipment issue processing cycle. At each CIF location and at the enterprise level, the contractor shall maintain the technical data audit trail to track end-to-end inventory activity of issues, recoveries and property disposition actions.

The Government may require redistribution of equipment (combat uniforms and personal protective equipment) and the contractor shall process and deliver assets to the base Traffic Management Office (TMO) as first priority for transportation of equipment, at government expense, and as directed by the Government. The contractor shall process overnight express shipments for emergent requirements as directed by the Government.

#### **CDRL D001 Monthly Inventory Activity Report**

**3.0 Facilities, Travel, and Other Direct Charges (ODCs).** This task requires the contractor to provide the NECC, Little Creek, VA facilities support for stakeholder Integrated Product Team meetings, teleconferences or VTCs as well as a suitable infrastructure to manage program requirements (document library, databases, and decision support tools) to support the scope of activities. Such facilities are not reimbursed as ODCs. Laptops, cellular equipment/services, and other items of convenience are not reimbursable as ODCs.

All Government printing requirements MUST be done by or through the local Document Automation and Production Service (DAPS, now called DLA Document Services) <http://www.daps.dla.mil/dapsonline.html>. The contractor shall first coordinate and obtain Government (NECC) approval of all printing requirements.

Physical security of government-provided facilities will be maintained in accordance with COMNECC/COMNECCPAC 4400.1 (series) and NAVSUP Publication 485, both of which can be provided upon request.

#### 4.0 Expected Level Of Travel

**TABLE OF EXPECTED LEVEL OF TRAVEL**

<b>LOCATIONS</b> Origin – Little Creek, VA (Program Milestone events, Meetings, Fielding Conferences, Equipment Audits)	<b>APPROXIMATE NUMBER OF TRIPS</b>	<b>DURATION (Days)</b>
Roundtrip from Port Hueneme to San Diego, CA	4	3
Round trip from San Diego to Port Hueneme, CA	4	3

#### 5.0 Security Requirements.

The information provided to the contractor will be unclassified and sensitive unclassified information. All contractor personnel requiring access to U.S. government sensitive information and data shall possess a completed background investigation for this public trust position. The prime contractor and all sub-contractors (though the prime contractor) shall certify in writing to the Government that personnel supporting this contract are "Qualified U.S. contractors" per DoD Directive 5220.22-M Chapter 2. Qualified U.S. contractors are restricted to U.S. citizens, persons admitted lawfully into the United States for permanent residence, and are located in the United States. All personnel identified on the certification and/or supporting this contract shall be in compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to start. The Government shall assist the contractor in gaining access to Government agencies and installations related to the systems in question.

NOTE: Public Trust Position: To ensure reciprocity, contract trustworthiness determinations will be adjudicated by the Department of the Navy, Central Adjudication Facility (DONCAF). Favorable trustworthy determinations will support public trust positions only. This scope of investigation does not meet the standards for clearance eligibility.

Physical security of government-provided facilities will be maintained in accordance with COMNECC/COMNECCPAC 4400.1 (series) and NAVSUP Publication 485, both of which can be provided upon request.

#### 6.0 Enterprise Wide Contractor Manpower Reporting Application (ECMRA)

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the NAVSUP FLC Norfolk via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) Lease/Rental of Equipment;
- (2) Lease/Rental of Facilities;
- (3) Construction of Structures and Facilities;
- (4) Utilities ONLY; and
- (5) Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

## **7.0 Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems**

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DoN instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the contract. The contractor shall designate an employee to serve as the Contractor’s Security Representative. Within three work days after contract award, the contractor shall provide to the Navy Command’s Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor’s Security Representative. The Contractor’s Security Representative shall be the primary point of contact on any security matter. The Contractor’s Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

### **Non-Sensitive Positions**

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, contractor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal Bureau of Investigation (FBI) fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor’s Security Representative must submit for all employees each of the following:

- \* SF-85 Questionnaire for Non-Sensitive Positions
- \* Two FD-258 Applicant Fingerprint Cards
- \* Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed NACI.

The Contractor’s Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least 30 days prior to the individual’s start date shall result in delaying the individual’s start date.

### **Sensitive Positions**

Contractor employee whose duties require accessing a DoD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DoD facility must be a US citizen and possess a favorable trustworthiness determination prior to installation access. To obtain a favorable trustworthiness determination, each contractor employee must have a favorably completed National Agency Check

with Local Credit Checks (NACLC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying for a trustworthiness determination is required to complete:

- \* SF-85P Questionnaire for Public Trust Positions
- \* Two FD-258 Applicant Fingerprint Cards
- \* Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. To maintain continuing authorization for an employee to access a DoD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.

### **IT Systems Access**

When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

### **Security Approval Process**

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager. These required items, shall be forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy Command's Security Manager may render the contract employee ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Navy Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract.

If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS). The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a position of trust determination. When a favorable determination is not made, contractor employees shall not be permitted to work on this contract effort and if already working on the contract shall be removed immediately.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination in no way relieves the contractor

from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees for working in non-sensitive positions, with sensitive information, and/or on Government IT systems. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to government information.

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